



U.S. Department of Health and Human Services
Office of the Assistant Secretary for Health
Office of Disease Prevention and Health Promotion

Notice of Funding Opportunity
Healthy Cooking in Communities

Opportunity Number
HP-DPH-26-001

Application Due Date
August 17, 2026

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BASIC INFORMATION	
Opportunity Title Healthy Cooking in Communities	
Program Office Office of Disease Prevention and Health Promotion	Application Submission and Format Electronic application submitted via Grants.gov ONLY.
Opportunity Number HP-DPH-26-001	
Award Type Cooperative Agreement	Application Deadline August 17, 2026
Announcement Type Initial	
Assistance Listing 93.990	
Eligible Applicants (see Section A.1 for full details) _____	
Executive Order 12372 does apply to this NOFO (see section E.3.D)	
Estimated Total Funding Available \$9,000,000	Estimated Period of Performance (months) 12
Estimated Number of Awards 3	Anticipated Award Date No later than September 30, 2026
Anticipated Award Funding Range \$3,000,000	Anticipated Project Start Date No later than September 30, 2026
QUESTIONS? Additional contact information in Section G	

SUMMARY

The Office of the Assistant Secretary for Health (OASH) Office of Disease Prevention and Health Promotion (ODPHP) announces the anticipated availability of FY 2026 funding for a cooperative agreement under Section 1701(a)(11) of the Public Health Service (PHS) Act (42 U.S.C. § 300u(a)(11)) and §§ 1703-1704 of the PHS Act (42 U.S.C. § 300u-2 to § 300u-3). The purpose of the cooperative agreement is to establish and implement a nationwide cooking and nutrition education initiative. Through a coordinated network of regional and local implementation partners, the initiative will deliver recurring community cooking demonstrations and hands-on nutrition education designed to help individuals and families develop practical skills for selecting, preparing, and enjoying nutritious meals aligned with the Dietary Guidelines for Americans.

Consistent with the Administration's Make America Healthy Again goals (available at <https://www.whitehouse.gov/wp-content/uploads/2025/05/MAHA-Report-The-White-House.pdf>) and the Dietary Guidelines for Americans, 2025–2030 (available at <https://cdn.realfood.gov/DGA.pdf>), the initiative will promote practical cooking skills, nutrition literacy, preparation of meals using minimally processed, nutrient-dense foods, and healthy dietary patterns that support chronic disease prevention. By helping participants apply nutrition guidance in everyday life, the initiative aims to reduce risk factors associated with chronic diseases and support efforts to prevent, manage, and, in some cases, reverse diet-related chronic conditions.

Through this cooperative agreement, OASH/ODPHP anticipates making three awards. Each recipient will establish and coordinate a network of regional and local implementation partners to conduct a minimum of 600 community cooking demonstrations during a 15-week national activation period by conducting one demonstration per week in each of at least 40 geographic locations. Collectively, recipients will conduct a minimum of 1,800 cooking demonstrations nationwide.

Cooking demonstrations are intended to provide practical, hands-on learning experiences that help participants develop the knowledge, skills, and confidence to prepare healthy meals consistent with the Dietary Guidelines for Americans. Demonstrations should emphasize nutrition education, meal planning, budgeting, food safety, healthy food selection, and preparation of minimally processed nutrient-dense foods. Where feasible and appropriate, recipients are encouraged to pair cooking demonstrations with complementary whole-health activities, such as preventive health screenings, nutrition counseling, physical activity promotion, chronic disease prevention education, community resource navigation, or other activities that support healthy lifestyles and disease prevention.

Recipients are expected to support implementation through subawards, subcontract agreements, or similar arrangements, prioritizing grocery retailers and community food access locations where practicable. Recipients should provide sufficient resources to support high-quality implementation at each demonstration site. OASH/ODPHP anticipates that award budgets may support demonstration activities at an estimated level of up to \$5,000 per event, inclusive of

planning, staffing, food and supplies, community outreach, participant engagement materials, venue-related costs, and associated implementation expenses, as appropriate and allowable.

Recipients will support implementation across participating geographic locations by developing and disseminating standardized nutrition education materials, recipe cards, digital assets, outreach resources, signage templates, technical assistance, and other tools that promote consistent nationwide implementation. Recipients will also collect implementation and participation data, share promising practices, and support program evaluation and continuous improvement.

The anticipated period of performance for awards under this NOFO is 12 months. The primary implementation activity will be a 15-week national activation period supported by planning, phased implementation, technical assistance, evaluation, closeout, and potential continuation activities, subject to the availability of funds and program priorities. Given the accelerated timeline, recipients are expected to rapidly mobilize implementation infrastructure and initiate community-based cooking demonstrations and related activities as soon as practicable following award issuance, with the goal of beginning demonstrations in late summer 2026.

The Office of the Assistant Secretary for Health (OASH) Grants and Acquisitions Management Division (GAM) will administer this competition in coordination with federal program staff, including senior Department officials or other designated Presidential appointees, consistent with the Executive Order on “Improving Oversight of Federal Grantmaking” (available at <https://www.whitehouse.gov/presidential-actions/2025/08/improving-oversight-of-federal-grantmaking/>).

All activities proposed in the application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations, and applicable judicial holdings. Accordingly, discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate: racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic; illegal immigration; or any other initiatives that compromise public safety. If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.

Applicants should review all program requirements, eligibility information, application format and submission instructions, evaluation criteria, and other information contained in this NOFO to ensure that applications comply with all applicable requirements and instructions.

A. ELIGIBILITY INFORMATION

1. Eligible Applicants

You must meet all the eligibility requirements for us to review your application.

a) Eligible Entities

Any public or private (profit or nonprofit) entity located in a State (which includes one of the 50 United States, District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands) is eligible to apply for an award under this announcement. Community-based organizations, faith-based organizations and American Indian/Alaska Native/Native American (AI/AN/NA) organizations are eligible to apply.

Examples of eligible Organizations include:

- State Governments
- U.S. territories
- County Governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)
- Public Housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit organizations, including small businesses.

Applicants must demonstrate sufficient organizational capacity and national implementation experience to carry out the activities described in this NOFO.

b) PD/PI Eligibility

There is no restriction on an individual's eligibility to be Project Director (PD)/Principal Investigator (PI) on an application. However, we will not make an award with a PD/PI who has an active government-wide exclusion, suspension, or debarment recorded in SAM.gov.

We expect that throughout the period of performance the PD/PI will be involved in, and have substantial knowledge about, all aspects of the project. Although your organization may recognize co-PD/PIs on team-managed projects, we recognize only a single PD/PI who will be responsible for the programmatic aspects of the project.

c) Other Considerations

Submitting Multiple Applications

You may submit more than one application, but each application must be for a distinctly different project.

If you submit multiple applications for the same project, we will accept only the last application submitted with a Grants.gov timestamp that is before the due date and time. We will disqualify all other versions of the application. See Section F.1.b for all disqualification factors.

Submitting an Application as a Group or Consortium

Multiple entities may collaborate in carrying out activities under this NOFO; however, only one entity may serve as the lead applicant and submit the application.

If awarded, the lead applicant will serve as the recipient of record and will be responsible for all administrative, financial, and programmatic oversight responsibilities, including management of subawards, subcontracts, and coordination with partner entities.

The Department may make multiple awards under this NOFO.

Partner organizations may participate in the project as subrecipients, contractors, or other implementation partners, as appropriate.

Groups may form a consortium, partnership, or other legally recognized entity for the purpose of applying for this opportunity and carrying out any awarded project. The resulting entity must exist and be legally recognized when it applies and must have an active registration in SAM.gov. We will conduct a risk assessment on the applying entity (Section F.4) prior to making any award.

Eligibility Documentation

We do not require you to submit documentation of your eligibility (e.g., proof of 501(c)(3) status as determined by the Internal Revenue Service or an authorizing tribal resolution) when you submit your application. It is important that your organization is correctly classified in your SAM registration (Section E.2.a).

During our review of your application, we might request additional documentation to support your eligibility. This request means only that your application is under review and not that you will receive an award.

More specific information on the type of documentation that we might request specific to this opportunity appears in Section E.4.b.

Application Disqualification

We will disqualify applications that fail to meet the eligibility, responsiveness, formatting, and submission requirements (Sections F.1.b) prior to conducting merit review. Disqualified applications will not undergo further review.

We will notify disqualified applicants at the end of the competition when we announce the award recipients.

2. Application Responsiveness Criteria

We will review applications to determine whether they meet the responsiveness criteria below. Applications that do not meet the responsiveness criteria will be disqualified and will not proceed beyond the initial screening.

The responsiveness criteria are as follows:

- Submission by an eligible applicant;
- Submission of the application by the established deadline;
- Inclusion of all required application components;
- Demonstration of organizational capacity to coordinate implementation activities across at least 40 geographic locations during the 15-week national activation period;
- Proposal to conduct a minimum of 600 in-person cooking demonstrations during the 15-week activation period, consisting of one cooking demonstration per week in each of at least 40 geographic locations over 15 consecutive weeks;
- Demonstration of the ability to identify, establish, and oversee a network of regional and local implementation partners capable of delivering community-based cooking demonstrations and related whole-health activities;
- Inclusion of required subaward or subcontract management and oversight responsibilities;
- Consistency of proposed activities and budget with the purposes and requirements of this NOFO; and
- Compliance with applicable page limitations and formatting requirements sufficient to permit adequate review of the application.

3. Cost Sharing or Matching

Cost sharing or matching is not required under this NOFO.

Applicants are encouraged to seek philanthropic, private-sector, or other non-federal contributions to expand the reach, scope, sustainability, or duration of proposed activities where feasible.

B. PROGRAM DESCRIPTION

The Office of the Assistant Secretary for Health (OASH), Office of Disease Prevention and Health Promotion (ODPHP) announces the anticipated availability of funds for Fiscal Year (FY) 2026 grants under the authority of Section 1701(a)(11) of the Public Health Service (PHS) Act (42 U.S.C. § 300u(a)(11)) and §§ 1703-1704 of the PHS Act (42 U.S.C. § 300u-2 to § 300u-3).

The primary focus of OASH/ODPHP is to promote health and well-being across the lifespan.

Activities funded through this NOFO will:

- Increase public understanding and awareness of the Dietary Guidelines for Americans;
- Increase understanding and use of Nutrition Facts Labels to support chronic disease prevention and management;
- Encourage meal preparation using minimally processed nutrient-dense ingredients;
- Increase familiarity with affordable, healthy, and culturally relevant recipes and meal preparation practices;
- Promote practical cooking skills, nutrition literacy, and hands-on food preparation;
- Provide opportunities for individuals and families to practice healthy cooking techniques and build confidence in preparing nutritious meals at home;

- Strengthen local partnerships and community engagement focused on nutrition, wellness, and chronic disease prevention that can be sustained after federal funding ends; and
- Advance the Department's vision that nutrition is a cornerstone of health — empowering Americans with the knowledge, skills, and confidence to use food as a tool to help prevent, manage, and reverse chronic disease.

Background

Consistent with the Administration's goal to Make America Healthy Again, this initiative will help Americans eat real, whole foods more consistently by promoting practical cooking skills, increasing nutrition literacy, encouraging preparation of meals using minimally processed, nutrient-dense foods, and strengthening community engagement around preventive health.

Poor diet quality and diet-related chronic disease remain significant public health challenges in the United States. Many Americans do not meet recommendations in the Dietary Guidelines for Americans, including recommendations related to fruit and vegetable consumption and reduction of excess sodium, added sugars, and highly processed foods. At the same time, many individuals and families face barriers related to food access, nutrition literacy, meal preparation confidence, time constraints, and limited exposure to practical cooking skills and healthy meal preparation strategies.

Growing evidence demonstrates that dietary improvements are essential not only to preventing chronic disease, but to improving health outcomes and restoring the health of individuals suffering from diet-related conditions such as obesity and type 2 diabetes.

Community-based nutrition education and cooking demonstrations can help individuals and families apply nutrition guidance in practical and culturally relevant ways. Hands-on demonstrations may increase familiarity with healthy ingredients, improve understanding of Nutrition Facts Labels and healthy food selection, strengthen meal preparation skills, and support healthier eating behaviors through practical application of nutrition concepts in community settings. When paired with complementary whole-health activities such as preventive health screenings, health education, community resource navigation, or chronic disease prevention services, community-based events can also serve as important entry points for broader health promotion and disease prevention efforts.

This NOFO will support a coordinated national initiative to deliver large-scale community-based cooking demonstrations, nutrition education, and related whole-health activities across the United States. OASH anticipates making three awards under this NOFO. Each recipient will conduct a minimum of 600 community cooking demonstrations during a 15-week national activation period by implementing one demonstration per week in each of at least 40 geographic locations. Collectively, recipients are expected to conduct a minimum of 1,800 cooking demonstrations nationwide.

Through regional and local implementation partners, recipients will deliver recurring public events featuring practical, affordable, nutritious, and culturally relevant recipes that help individuals and families apply the Dietary Guidelines for Americans. Demonstrations should emphasize hands-on learning opportunities that build participant knowledge, skills, and confidence related to food selection, meal planning, food preparation, budgeting, and healthy cooking practices. Recipients are encouraged to coordinate demonstrations with complementary

whole-health activities that support preventive health and chronic disease prevention when practicable.

OASH/ODPHP, in alignment with the Dietary Guidelines for Americans, will provide the foundation for national messaging, reinforce educational themes, and support public engagement activities intended to promote healthier eating behaviors and practical meal preparation strategies.

1. Expectations for Recipients

Recipients are expected to demonstrate the organizational capacity, implementation infrastructure, partnership networks, and operational capabilities necessary to rapidly establish and coordinate a large-scale national initiative consisting of at least 600 community-based cooking demonstrations during a 15-week activation period. Recipients must be able to mobilize implementation partners, establish demonstration sites across at least 40 geographic locations, and initiate community-based activities promptly following award issuance.

The primary responsibilities of recipients under this NOFO are to:

- Identify, coordinate, and support at least 40 geographic locations that will participate in the 15-week activation period;
- Rapidly identify, onboard, and oversee implementation partners capable of conducting recurring community-based cooking demonstrations and related whole-health activities;
- Develop and disseminate standardized implementation materials and resources to support consistent activities across participating geographic locations;
- Develop, adapt, procure, and provide nutrition education materials, recipes, demonstration curricula, and participant resources that emphasize practical skill building and preparation of healthy meals consistent with the Dietary Guidelines for Americans;
- Provide technical assistance, training, and implementation support to participating partners to support project launch, operational readiness, and program fidelity; and
- Collect implementation and evaluation data from participating sites.

Standardized implementation resources may include nutrition education materials, recipe cards, digital assets, signage and outreach templates, training resources, implementation guidance, participant engagement materials, and other resources intended to support efficient, high-quality, and coordinated local implementation.

Identify Geographic Locations and Implementation Partners

The recipient must use a data-driven approach to identify and support at least 40 geographic locations in which recurring community cooking demonstrations and related activities will be conducted through local implementation partners. Each selected location must be capable of supporting one cooking demonstration per week during the 15-week national activation period. The recipient will coordinate with OASH/ODPHP on proposed geographic strategies, site selection approaches, and implementation plans.

Priority should be given to rural and suburban communities with elevated rates of obesity, diet-related chronic disease, poor diet quality indicators, declining rates of home cooking, and limited

access to affordable, healthy foods. Recipients are encouraged to identify locations where cooking demonstrations may be paired with complementary whole-health activities, such as preventive health screenings, health education, community resource navigation, or other activities that support healthy lifestyles and chronic disease prevention.

Applicants should describe the methodology they will use to identify and prioritize target locations and implementation partners. Methodologies may include a public health priority index incorporating factors such as:

- Obesity prevalence;
- Diabetes prevalence;
- Cardiovascular disease burden;
- Indicators of limited access to affordable, healthy foods, including limited access to grocery retail, fresh produce, or other nutritious food options;
- Low fruit and vegetable consumption; and
- Rural and suburban demographic characteristics.

Applicants should also describe the criteria they will use to identify implementation partners capable of conducting recurring community-based cooking demonstrations, delivering hands-on nutrition education and skill-building activities, and supporting participant engagement throughout the activation period.

Distribute and Manage Subawards

The recipient may identify and engage regional and local implementation partners, including through subawards, subcontract agreements, or similar arrangements, to:

- Conduct recurring community-based cooking demonstrations and related whole-health activities;
- Deliver hands-on nutrition education and food preparation skill-building opportunities;
- Provide nutrition education materials and participant resources;
- Provide training, technical assistance, and implementation support to participating partners; and
- Support outreach, participant recruitment, communications, dissemination of educational materials, and related initiative activities.

The recipient must establish and manage an implementation and oversight structure capable of supporting at least 40 geographic locations and a minimum of 600 cooking demonstrations during the 15-week national activation period. The recipient may select a single implementation partner to support an individual geographic location or may engage multiple partners within a geographic location, as appropriate to support local needs, population reach, operational capacity, and community engagement objectives. Regional grocers and other community food access entities should serve as primary organizing partners where practicable.

The recipient is responsible for ensuring that all implementation partners:

- Carry out activities in accordance with applicable federal requirements and the terms and conditions of the cooperative agreement;
- Conduct one community cooking demonstration per week throughout the 15-week activation period at each participating location, consistent with recipient implementation plans;
- Conduct demonstrations that emphasize practical cooking skills, healthy meal preparation, nutrition literacy, and preparation of meals aligned with the Dietary Guidelines for Americans;
- Incorporate hands-on learning opportunities that build participant knowledge, skills, and confidence related to food selection, meal planning, budgeting, and healthy food preparation;
- Coordinate, where feasible and appropriate, complementary whole-health activities such as preventive health screenings, health education, community resource navigation, or other chronic disease prevention activities;
- Prioritize demonstration locations that maximize accessibility, visibility, and community participation, including locations with high foot traffic and regular food purchasing or food distribution activity, where practicable;
- Implement standardized program messaging, educational materials, and participant engagement resources;
- Maintain food safety procedures and operational safeguards;
- Coordinate activities in accordance with the established timeline;
- Maintain oversight, reporting, performance monitoring, and financial management procedures; and
- Establish written processes and criteria for partner selection, oversight, monitoring, and performance management to support consistent implementation across participating geographic locations.

Prioritized regional and local implementation partners include:

- Regional and local grocery retailers;
- Community food access organizations;

Recognizing that effective implementation may require engagement through a variety of community settings, recipients may also partner with other regional and local organizations based on community needs and context, including:

- Restaurants and culinary organizations;
- Schools;
- Food banks;
- Health systems and community health centers;
- Faith-based organizations; and
- Tribal organizations.

Cooking Demonstrations and Community Nutrition Education Activities

The recipient must ensure that community cooking demonstrations and related nutrition education activities are conducted in at least 40 geographic locations during the 15-week activation period through regional and local implementation partners.

Each recipient must conduct a minimum of 600 cooking demonstrations during the activation period, consisting of one cooking demonstration per week in each of at least 40 geographic locations over a 15-week period. Collectively, recipients funded under this NOFO are expected to conduct a minimum of 1,800 cooking demonstrations nationwide.

Given the implementation timeline associated with this initiative, a phased implementation approach may be utilized during the initial weeks of the activation period to support rapid project launch and timely initiation of community-based activities. However, recipients are expected to achieve full implementation across participating locations as early as practicable.

Cooking demonstrations should provide practical, hands-on learning experiences that help participants develop knowledge, skills, and confidence related to healthy food selection, meal planning, budgeting, food preparation, and preparation of meals aligned with the Dietary Guidelines for Americans. Recipients are encouraged, where feasible and appropriate, to coordinate cooking demonstrations with complementary whole-health activities, such as preventive health screenings, health education, community resource navigation, chronic disease prevention programming, or other activities that support healthy lifestyles and preventive health.

Recipients will:

- Develop, adapt, procure, and disseminate standardized nutrition education materials, recipe cards, digital assets, signage templates, outreach materials, implementation guidance, and related resources to support consistent implementation across participating sites;
- Coordinate recurring cooking demonstrations aligned with the Dietary Guidelines for Americans, including dissemination of recipes, ingredient lists, meal preparation guidance, and practical cooking techniques;
- Incorporate approved nutrition education materials, including education related to Nutrition Facts Labels, healthy food selection, preparation of minimally processed nutrient-dense foods, meal planning, and practical food preparation skills;
- Support coordination of complementary whole-health activities, where feasible and appropriate;
- Provide technical assistance and implementation support to participating regional and local partners, including support related to outreach, communications, and local promotion activities;
- Engage local media outlets, community partners, and other stakeholders to support public awareness and participation throughout the initiative; and
- Collect implementation and evaluation data from participating sites.

2. Implementation Timeline

The goal is to begin community cooking demonstrations in late summer (2026).

Planning and Preparation Phase

Recipients will implement an accelerated planning and preparation process intended to support rapid project launch and timely initiation of activities during the national activation period.

Recipients will:

- Rapidly finalize geographic locations, implementation sites, and demonstration schedules;
- Coordinate with OASH/ODPHP as they develop their nutrition education and implementation plans;
- Identify, recruit, onboard, and train implementation partners and supporting personnel;
- Develop outreach, communications, participant engagement, and implementation plans;
- Develop or procure standardized educational materials, recipes, demonstration resources, and implementation tools; and
- Establish systems for partner oversight, technical assistance, performance monitoring, and data collection.

National Activation Period

Recipients will rapidly launch and scale coordinated community cooking demonstration activities across participating geographic locations during the national activation period.

Recipients will:

- Conduct phased implementation of community cooking demonstrations across participating locations, as necessary to support rapid project launch;
- Achieve full implementation across participating locations as early as practicable during the activation period;
- Conduct one cooking demonstration per week in each participating location throughout the activation period, resulting in a minimum of 600 demonstrations per recipient;
- Provide ongoing technical assistance and implementation support to participating partners;
- Conduct outreach and public engagement activities to support participation in demonstrations and related activities; and
- Collect participation, implementation, and evaluation data.

The primary national activation period is anticipated to last approximately 15 weeks.

Evaluation and Closeout Phase

Recipients will:

- Conduct program evaluation and analysis of implementation, participation, and performance data collected throughout the activation period;
- Assess implementation successes, challenges, lessons learned, and promising practices associated with conducting community cooking demonstrations and related nutrition education activities across multiple geographic locations;
- Submit final reports, evaluation findings, and sustainability recommendations;
- Identify opportunities to strengthen partnerships, community engagement, and long-term implementation capacity beyond the period of federal support; and
- Provide recommendations regarding future continuation, replication, or expansion of the initiative.

3. Federal Involvement in the Project

If awarded, recipients will be responsible for all programmatic and administrative activities carried out under the cooperative agreement. Recipients are encouraged to consult with federal

staff when implementation or operational issues arise; however, responsibility for day-to-day project management and operational decisions remains with the recipient.

Awards issued under this NOFO will be cooperative agreements. Cooperative agreements are a form of federal assistance that include substantial involvement between the federal program office and the recipient throughout the project period.

Federal involvement under this initiative may include:

- Coordination with recipients regarding national nutrition education themes and key program messaging;
- Coordination with recipients regarding proposed geographic strategies, implementation approaches, and activation planning;
- Review and feedback regarding implementation plans, educational materials, outreach approaches, and evaluation activities;
- Provision of technical assistance related to implementation, outreach, communications, evaluation, reporting, and performance monitoring activities;
- Coordination regarding collection and reporting of implementation, participation, and evaluation data; and
- Ongoing monitoring of recipient progress and implementation activities throughout the project period.

4. Eligibility criteria for project participants

You must not restrict participation in the project on the basis of race, color, national origin, religion, sex, disability, age, or another protected characteristic (See Section H.5).

C. AWARD INFORMATION

Budget period(s)

We expect to fund awards with a 12-month budget period and an anticipated period of performance of up to 12 months.

The primary implementation activity under this NOFO is anticipated to be an approximately 15-week national activation period. The remainder of the performance may support planning, phased implementation, technical assistance, evaluation, reporting, closeout, and potential continuation activities beyond the initial activation period, subject to the availability of funds and programmatic priorities.

Budget periods may vary because of the timing of award issuance or other administrative factors.

Continuation activities beyond the initial activation period are subject to the availability of funds, satisfactory recipient performance, and programmatic priorities.

D. APPLICATION CONTENTS AND FORMAT

1. Format of the Application

You must prepare your application using the forms and information described in this NOFO. The official online application package on Grants.gov contains all necessary forms and guidance for preparing an application. This package includes but is not limited to:

- Full Text of the NOFO
- Standard forms (required) and their instructions
 - SF-424 Application for Federal Assistance
 - SF-424A Budget Information for Non-Construction Programs
 - SF-LLL Disclosure of Lobbying Activities
 - Project Abstract Summary
- Sample templates, if available.

In addition to the four standard forms in the application package, your application will consist of 3 sections of materials you prepare:

1. Project Narrative
2. Appendices to the Project Narrative
3. Budget Package.

We strongly encourage you to read all instructions for the application format and content to avoid disqualification of your application. An application checklist is available in Section J.1.

a. Project Narrative – Formatting

Following the formatting instructions below will help ensure that your application is readable for review process. Acceptable electronic file formats are in Section E.3.a.

Names of Individuals

We encourage you to use individuals' full names (first, middle, last) on the standard forms and any other documents, such as résumés/curricula vitae/biographical sketches, to distinguish them for verification in the SAM exclusion records. Delays may result in award processing if full names are not provided.

You should avoid submitting personally identifiable information such as personal contact information (e.g., home address and telephone number) on résumés/curricula vitae/biographical sketches. Do not submit social security numbers.

If you receive an award, only one Project Director/Principal Investigator (PD/PI) will be named on the award documents. (Section A.1.b) Avoid using a placeholder or honorary PD/PI. If you have not hired an individual to be the PD/PI, you should name an interim PD/PI, and your application should clearly identify that person as such.

We typically expect the PD/PI to be named on the SF-424 in box 8.f. Avoid naming grant writers in box 8.f unless they have the expertise to respond to technical questions about the proposed project in a timely manner.

Identify other personnel who are essential or key to the execution of the proposed project clearly in your project narrative.

If you receive an award, a request for a change in PD/PI or key personnel under any circumstance requires prior approval of the grants management officer before becoming effective. We may disallow any costs incurred as a result of that change prior to our approval. See Section H.1.c.

Page Formatting

If you submit documents that do not conform to the following instructions, GAM will disqualify your application during the review process (Section F.1.b).

Use an easily readable typeface, such as Times New Roman or Arial.

Use a 12-point font.

Use an 8.5" X 11" page size. Any other size page (e.g., A4, legal) will disqualify your application.

You must double-space the Project Narrative pages, or we will disqualify your application. You may single-space tables or use alternate fonts, but you must ensure the tables are easy to read.

Do not number pages or include a table of contents. Our grants management system will generate page numbers once your application is complete.

You must submit your application in the English language and in terms of U.S. dollars ([2 C.F.R. §200.111](#)).

Page Limits

Your project narrative and appendices must adhere to these page limits.

The page limits do not include the budget package (Section D.2.c)

The page limits do not include the required forms (SF-424, SF-424A, SF-LLL, and the Project Abstract Summary)

If your application exceeds the specified page limits when printed on 8.5" X 11" page, we will not review your application further.

We encourage you to print out your application before submitting it to ensure that it is within the page limits and is easy to read. Do not reduce pages to fit multiple pages on a single sheet to avoid exceeding the page limitation.

Do not hyperlink documents or sites outside of your application to augment your application. Reviewers will not be permitted to follow links to external content during their assessment of your application. The one exception to this is a link to your internal controls as part of your budget package (Section D.2.c.3).

	Page Limit
Project Narrative	15

Project Narrative plus Appendices	20
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Labeling Proprietary Information

Proprietary information includes patentable ideas, trade secrets, privileged or confidential commercial or financial information, the disclosure of which may harm the applicant. You should include proprietary information in your application only to the extent that it is essential to the reviewers' understanding of the project. Proprietary information should not appear in your Project Abstract Summary.

If your application contains proprietary information, you should clearly label the top of the first page of the project narrative. For example,

Contains proprietary or confidential information that [Your Organization Name] requests are not released to persons outside the government, except for purposes of review and evaluation.

Awarded applications are subject to release under the Freedom of Information Act (FOIA) with redactions as the FOIA statute permits.

b. Appendices to the Project Narrative – Formatting

Your appendices should include any specific items outlined in Section D.2.b. Your documents should be easy to read.

You should use the same formatting specified for the Project Narrative. However, documents such as résumés/curricula vitae/biographical sketches, organizational charts, tables, Memoranda of Agreement (MOAs) or Letters of Commitment (LOCs) may have formatting common to those documents, so long as the pages are easy to read. For example, resumes, MOAs and LOCs may be single-spaced.

You must upload all your appendices as a single, consolidated file in the Attachments section of your Grants.gov application. You must use an acceptable file format (Section E.3.a). We strongly encourage you to convert your file(s) to PDF format before uploading, and review them to ensure accurate conversion.

Your Project Narrative plus the Appendices may not exceed the total number of pages for the application (Section D.1.a).

c. Budget Package - Formatting

The budget narrative should use the formatting required of the project narrative for the explanatory text. Budget tables may be single-spaced but should be laid out in an easily readable format and within the printable margins of an 8.5" x 11" page. You must use an acceptable file format (Section E.3.a). We do not accept Excel or other similar spreadsheet formats.

The application page limit does not include the SF-424A or the budget narrative (including budget tables).

We recommend you present budget amounts and computations in a columnar format: first column, object class categories; second column, federal funds requested; third column, non-federal resources; and last column, total budget.

Object Class	Federal Funds Requested	Non-Federal Resources	Total Budget
Personnel	\$100,000	\$25,000	\$125,000

2. Content

a. Project Narrative - Content

The Project Narrative is the primary component of the application and will be used to evaluate the extent to which the proposed project addresses the requirements and objectives of this NOFO.

Applicants should provide a clear and concise description of the proposed project and address each of the components below. Organizing the Project Narrative using the section headings below is strongly encouraged.

Successful proposals should include the following:

1. Organizational Capacity and Experience

- Demonstrated capacity to rapidly mobilize implementation infrastructure, deployment partners, and operational support systems under accelerated implementation timelines;
- Experience managing large-scale national public health, nutrition, communications, community engagement, or event-based initiatives across multiple geographic locations;
- Demonstrated ability to coordinate, monitor, and support concurrent implementation activities across numerous locations and implementation partners;
- Strength of proposed partnerships and stakeholder coordination strategies;
- Experience administering subawards, subcontracts, or managing regional implementation partnerships;
- Existing partnerships and stakeholder relationships, including relationships with grocery retailers, community food access organizations, culinary organizations, health systems, media partners to help publicize events, or other community-based implementation partners; and
- Organizational infrastructure, staffing capacity, financial management systems, data management capabilities, and prior performance relevant to supporting implementation across at least 40 geographic locations and conducting a minimum of 600 community cooking demonstrations during the 15-week activation period.

2. Geographic Targeting and Data Methodology

- Methodology for identifying at least 40 target geographic locations;

- Data sources, prioritization criteria, and proposed public health priority index or similar methodology;
- Plans for reaching rural and suburban communities;
- Strategies for geographic coverage, accessibility, and community engagement;
- Proposed approach for prioritizing high-impact community cooking demonstration locations, including locations with high community visibility or food access activity;
- Approach for identifying implementation partners capable of conducting recurring cooking demonstrations, hands-on nutrition education, and related whole-health activities; and
- Approach for coordinating proposed geographic strategies and regional implementation approaches with OASH/ODPHP.

3. Program Implementation Plan

- Proposed approach for rapidly coordinating and launching the 15-week national activation period, including any phased implementation strategy;
- Proposed approach for conducting one cooking demonstration per week in each participating location throughout the activation period, resulting in a minimum of 600 demonstrations;
- Approach for identifying, recruiting, supporting, and overseeing regional and local implementation partners, including subaward or subcontract management and monitoring procedures;
- Approach for developing, adapting, procuring, disseminating, or otherwise utilizing standardized nutrition education materials, recipe cards, digital assets, outreach materials, signage templates, training resources, and implementation guidance, including through partnerships or subcontract arrangements where appropriate;
- Plans for technical assistance and implementation support provided to participating implementation partners to support rapid operational readiness and activation of activities;
- Communications, outreach, media engagement, and public awareness strategies;
- Approaches for ensuring food safety, compliance with applicable permits and local venue requirements, and effective event operations;
- Plans for implementation data collection and reporting; and
- Proposed approach for coordination with OASH/ODPHP throughout the project period.

Applicants are not required to independently possess all implementation, communications, or dissemination capabilities described in this NOFO. Applicants may satisfy these responsibilities through subawards, subcontract arrangements, partnerships, or other collaborative implementation structures, as appropriate, provided the applicant maintains overall responsibility for programmatic oversight, coordination, and compliance with the terms and conditions of the cooperative agreement.

4. Data, Evaluation, and Sustainability Plan

- Proposed performance measures, indicators, baselines, and targets;
- Data collection methods and reporting procedures;

- Approaches for measuring participation, reach, implementation activities, and knowledge, skill, or confidence gains;
- Quality assurance procedures; and
- Sustainability planning, partnership development, and recommendations for future continuation or expansion activities.

b. Appendices to the Project Narrative – Content

All appendix materials described in this section count toward the total application page limit and must be submitted as a single electronic file uploaded to the Attachments section of the Grants.gov application.

Samples and optional templates for certain appendix materials may be available under the Related Documents tab for this NOFO on Grants.gov.

Applicants should limit appendices to materials directly relevant to the proposed project, evaluation criteria, and implementation requirements described in this NOFO.

Applicants are not required to identify all regional or local implementation partners at the time of application submission. However, applicants should demonstrate existing national, regional, or community-based partnerships and organizational relationships relevant to successful implementation of the activities described in this NOFO.

Appendices may include the following:

- Organizational chart and staffing plan;
- Sample implementation timeline;
- Letters of commitment, memoranda of understanding, or partnership documentation;
- Subaward and partner oversight plan;
- Sample outreach, communications, or implementation materials, if available;
- Maps, data summaries, or geographic targeting methodologies relevant to the proposed implementation strategy; and
- Additional materials directly relevant to demonstrating organizational capacity, implementation readiness, or partnership infrastructure.

c. Budget Package - Content

A complete budget package consists of the following required components:

- SF-424A “Budget Information Non-Construction Programs”
- Budget narrative with detailed justification by cost category/object class, and
- Plan for oversight of federal funds.

You should include supporting documentation for your budget (e.g., a copy of your approved indirect cost rate) as part of the budget package, not as part of your appendices to the project narrative. There is no page limit for the budget package contents. If you are recommended for an award, you may be asked to provide additional information about your budget package.

Throughout your budget package, “Federal resources” refers only to the funds you are requesting from the program office for this project. “Non-federal resources” are all other non-HHS/OASH federal and non-federal resources. Funds from federal grant programs typically are not eligible as

cost share for other federal grants. It is your responsibility to confirm with other federal agencies whether funds you receive from them are eligible resources to apply to your proposed project.

3. Standard Form SF-424A

You must enter the project budget according to the directions provided with the standard form.

You must provide costs by object class category for the first 12 months (i.e., first budget period) of the proposed project using Section B, box 6 of SF-424A. If the estimated period of performance is 12 months or less, this will be your total budget request for the entire project.

"Federal resources" refers only to the funds for which you are applying under this NOFO. "Non-federal resources" are all other resources (federal and non-federal).

Do not include costs beyond the first budget period in the object class budget in box 6 of SF-424A or box 18 of SF-424. The amounts entered in these sections should only reflect the first budget period.

If there is a discrepancy between your SF-424A and budget narrative and justification, we will rely on the narrative and justification to determine the final amounts.

4. Budget Narrative with Justification

Your budget narrative must include a detailed line-item budget and must include calculations for all costs and activities by the "object class categories" identified on SF-424A. You must provide a detailed justification for the costs by object class. The object class budget organizes your proposed costs into a set of defined categories.

Use the guidelines in Section J.4 for preparing the detailed object class budget.

Budget Periods

Your budget narrative must describe the first budget period in detail. For each proposed cost for the first budget period, provide a justification that includes explanatory text and line-item detail. You should describe how you derived your categorical costs. Your justification should show the necessity and reasonableness of the proposed costs for the project.

Funding levels for all approved budget periods after the first are generally the same as the initial award amount and are subject to an offset with funds unused in the previous budget period. Carryover of unobligated funds from one budget period to the next requires prior approval.

Determining Proposed Costs

Your budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and/or product. For example, the budget narrative should define the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective. If you are proposing to provide services to clients, you should describe how many clients you expect to serve, the unit cost of serving each client, and how this is cost effective.

Proposed costs must adhere to the cost principles described in [2 C.F.R. §200.416](#). We have provided additional information on the most common cost categories for applications for OASH awards in Section J.4.

Budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative details sufficient to verify the calculations. Carefully review Funding Restrictions (below) for specific information regarding allowable, unallowable, and restricted costs.

Allowable costs

Subject to applicable federal cost principles and approval through the award process, allowable costs under this NOFO may include:

- Food and ingredients used in connection with community cooking demonstrations and related educational activities;
- Distribution of prepared food samples or meals produced during community cooking demonstrations to participants;
- Demonstration supplies and educational materials;
- Training and certification activities;
- Social media and local media promotion;
- Printing and reproduction of educational and outreach materials, including recipes, nutrition guides, and participant handouts;
- Limited facility rental where free community space is unavailable;
- Limited equipment purchases where a clear operational need is demonstrated;
- Regional subcontracting and coordination activities;
- Travel and transportation; and
- Data collection, evaluation, and reporting activities.
- Reasonable participant support costs directly related to community demonstration activities.

All proposed costs must be reasonable, necessary, and allocable to the activities supported under this NOFO and consistent with applicable federal cost principles and award requirements.

Describing Federal and Non-federal Share

Both federal and non-federal resources (if applicable) must be detailed and justified in the budget narrative. “Federal resources” refers only to the HHS/OASH funds for which you are applying under this NOFO. “Non-federal resources” are all other non-HHS/OASH federal and non-federal resources.

If matching or cost sharing is required or offered voluntarily, you must include a detailed listing of any funding sources identified in box 18 of SF-424 (Application for Federal Assistance).

Indirect Costs

Indirect costs for training are limited to a fixed rate of eight percent of the modified total direct costs (MTDC) exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of \$25,000 ([2 C.F.R. § 300.414 \(c\)\(1\)](#)).

Funding Restrictions

No funding from this application may be used to promote or advertise the name, image, or likeness of any individual in the United States Government.

Pre-Award Costs

Pre-award costs are NOT allowed. Pre-award costs ([2 C.F.R. § 200.458](#)) are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work.

Salary Rate Limitation

Each year's appropriations act limits the salary rate that you may charge to the grants and cooperative agreements that we award. You must not use award funds to pay the salary of an individual at a rate in excess of Federal Executive Pay Scale Executive Level II.

As of January 2026, the Executive Level II maximum salary is \$228,000. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual working on the award project may be permitted to earn outside of the duties to the applicant organization. This salary rate limitation also applies to subawards/subcontracts under an HHS/OASH award.

An example of the application of this limitation for an individual devoting 50% of their time to this award is broken down below:

Salary Rate Limitation	
Individual's <i>actual</i> base full-time salary \$350,000 with 50% of time devoted to project, i.e., 0.5 FTE	Direct salary (\$350,000 x 0.5) = \$175,000
	Fringe (25% of salary) = \$43,750
	Total = \$218,750
Individual's base full-time salary <i>adjusted to Executive Level II</i>: \$225,700 with 50% of time devoted to the project	Direct salary (\$225,700 x 0.5) = \$112,850
	Fringe (25% of salary) = \$28,212.50
	Total amount allowed = \$141,062.50

Appropriate salary rate limits will apply as required by law.

Vehicle Purchase

We will not approve a vehicle purchase at the time of award even when included in your application. You must obtain prior approval before the purchase of a mobile health unit or any other vehicle with award funds. A request for prior approval must include a detailed justification of the need for the vehicle that includes an analysis of comparing

purchase, lease, and other alternatives. Equipment purchases are subject to be transferred to another federal project or sale at the end of the period of performance ([2 C.F.R. § 200.313\(e\)](#)).

Construction Costs

We will not approve construction costs. This includes major improvements to or significant renovations of facilities.

5. Plan for Recipient Oversight of Federal Award Funds

You must include a plan for oversight of federal award funds which describes:

- how your organization will provide oversight of federal funds and how award activities and partner(s) will adhere to applicable federal award and programmatic regulations. Include identification of risks specific to your project as proposed and how your oversight plan addresses these risks.
- the organizational systems that demonstrate effective control over and accountability for federal funds and program income, compare outlays with budget amounts, and provide accounting records supported by source documentation.
- for any program incentives proposed, the specific internal controls that will be used to ensure only qualified participants will receive them and how they will be tracked.
- organizational controls that will ensure timely and accurate submission of Federal Financial Reports to the OASH Grants and Acquisitions Management Division via the Payment Management System as well as timely and appropriate withdrawal of cash from the Payment Management System.

If your internal controls are available online, you may provide a link as part of your plan in the budget narrative. Although merit reviewers are not permitted to access any external materials linked in the application as part of their review, this link would facilitate review of your proposal if recommended for risk assessment (Section F.4).

Section J.5 contains questions you may find useful in preparing your Recipient Plans for Oversight of Federal Funds.

d. Project Abstract Summary Guidance

You must complete the Project Abstract Summary form. The application page limit does not include the Project Abstract Summary Form. Research projects may enter zero for “Estimated number of people to be served as a result of the award of this grant.”

The abstract will serve as the application summary going forward. Do not include sensitive or proprietary information in your abstract.

If your project is funded, we will publish the abstract on [TAGGS.hhs.gov](#) and [USASpending.gov](#) as you submitted it. You may request to edit it later, or we may ask you to edit it later to reflect any negotiated changes to the project. The abstract may also appear on the program office website or other government websites.

Your abstract should contain:

- Specifics about the project purpose
- Activities that you will perform
- Expected deliverables and outcomes
- Intended project beneficiary(ies) or participant(s)

Your description of the project should be brief and use plain language an average reader can understand. You should limit abbreviations, acronyms, or jargon without definitions. The abstract should be unique to your project.

E. SUBMISSION REQUIREMENTS AND DATES

1. Obtaining an Application Package

The official complete application package is available on [Grants.gov](https://www.grants.gov). Search either the Assistance Listing number or the NOFO number (HP-DPH-26-001).

The package consists of several Adobe PDF format documents. This is a standard format widely accessible across multiple platforms including mobile devices. The Acrobat Reader application is available at <https://www.adobe.com/acrobat/pdf-reader.html>.

All materials will be under the Package tab on the page for this opportunity on Grants.gov. The Grants.gov support resources are here to help you successfully find and apply for grants. Grants.gov [Applicant Support](#) is available 24/7 ([except federal holidays](#)). Be sure to include [supporting details](#) when you call 1-800-518-4726 or email.

2. Required Registrations

You must have an active registration in [SAM.gov](https://www.sam.gov) and Grants.gov to apply for this opportunity.

It is your responsibility to plan ahead to ensure adequate time to register in both systems before submitting your application. We recommend beginning the registration process immediately given the timeline for this grant.

a. Unique Entity Identifier and System for Award Management (SAM)

Grants.gov will not accept an application unless you have an active SAM.gov registration and a Unique Entity Identifier (UEI). There is no fee for registering at SAM.gov.

In cases where an individual is an eligible applicant (see Section A.1.a), the individual does not need a SAM.gov registration. However, the individual must still create a Grants.gov account. Grants.gov will assign a default UEI value where applicable.

We cannot make an award to your entity unless it has an active SAM registration. In accordance with [2 C.F.R. § 25.205](#), if you have not complied with this requirement, we may:

- determine that you are not qualified to receive an award; and
- use that determination as a basis for making an award to another applicant.

Should you successfully compete and receive an award, all first-tier subrecipients must have a UEI number at the time you make a subaward to them.

Registering in SAM

Your organization must register online in the System for Award Management (SAM). Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations. You will find instructions on the Grants.gov website as part of the [organization registration](#) process.

Complete a SAM registration (or renewal) as soon as possible if you do not currently have an active registration that will remain active through the competitive process. Registration will include obtaining a unique entity identifier (UEI). SAM.gov provides an [Entity Registration Checklist](#) to help you prepare the necessary documentation.

You may register in SAM as an entity applying for either

- Federal Assistance Awards Only (e.g., grants and cooperative agreements) or
- All Awards (including procurement awards).

If you chose to register for All Awards, you must answer Yes to the question “Do you wish to apply for a federal financial assistance project or program, or is your entity currently the recipient of funding under any federal financial assistance project or program?” Failure to do so will require us to obtain a separate assurance document from you during our risk assessment (Section E.3) and may delay any award.

The list of representations and certifications to be certified as part of your registration is reproduced in Section J.6 with the corresponding HHS regulation citations. By submitting your application to this NOFO, your authorized representative certifies to these representations and certifications by signing Box 21 of SF-424A.

Make sure your SAM registration information is accurate, especially your organization’s legal name and physical address including your ZIP+4. Should you successfully compete and receive an award, this is the legal name and address we must use on the NOA.

During your registration, your organization will need to designate an E-Business Point of Contact ([EBiz](#) POC). The EBiz POC will need to be the individual to set up your Grants.gov account.

SAM Registration Renewal

If your organization has previously registered in SAM, confirm your status and determine whether you need to update or renew it. You must [renew your SAM registration](#) each year.

If you are successful and receive an award, you must maintain an active SAM registration with current information at all times during an active award or an application or plan under consideration by an HHS agency.

Timing of Registration

It may take up to 2-3 weeks (or longer during periods of high volume) for a registration to become active in SAM. After that, it may take an additional 24-72 hours for SAM to synchronize with Grants.gov. Grants.gov must recognize your SAM registration as active to accept your application. We strongly encourage confirming your registration status well before you are ready to submit your application to Grants.gov.

b. Grants.gov Registration

The Grants.gov [Applicant Registration](#) page provides the most up to date guidance on registering. There is no fee for registering to use Grants.gov.

Your EBiz POC may begin creating your account prior to receiving your UEI from SAM.gov. However, you will need to complete the SAM.gov registration prior to completing your Grants.gov registration.

Grants.gov is a platform that allows you to have multiple users with a variety of role-based access to perform actions on application(s). You must register an authorizing official for your organization. We do not determine who your organization's authorizing official is; your organization makes that decision. However, your authorizing official(s) must have the authority to act on behalf of your organization.

You may consider registering a backup authorized organization representative(s) in Grants.gov to ensure someone is available to submit your application. We will not extend due dates because your authorized official is unavailable.

We encourage potential applicants to familiarize themselves with the [Workspace Overview](#) and options as soon as possible.

3. Submission Instructions

It is your responsibility to read and understand the instructions to submit a complete and properly formatted application.

a. Electronic Application Submission

We require that all applications be submitted electronically via Grants.gov unless the Grants Management Officer has granted an exemption in writing (See Section D.5).

Grants.gov Information

You may access the application for this opportunity on [Grants.gov](#). Search for the downloadable application page by the NOFO number HP-DPH-26-001 or Assistance Listing number 93.990.

To ensure successful submission of your application, you should carefully follow the step-by-step [instructions](#) on the site. These instructions are kept up to date and provide links to Frequently Asked Questions and other troubleshooting information. You are responsible for reviewing all Grants.gov submission requirements on the Grants.gov site.

You should contact Grants.gov with any questions or concerns regarding the technical system questions about the electronic application process (Section I).

See Section E.2 for requirements related to UEI numbers and SAM registration.

Electronic File Submission

Applications, excluding required standard forms, must be submitted as three (3) files. Any additional files submitted as part of the Grants.gov application will not be accepted for processing and will be excluded from the application during the review process. Merit reviewers are not permitted to follow embedded links to materials outside of the application. Your content must fit within the page limits of the application.

File 1	The complete Project Narrative
File 2	All documents that make up the Appendices described in Section D.3.c
File 3	The entire Budget Package including supporting documentation described in the Budget Narrative content section.

Acceptable File Formats

All files uploaded for your application must be in an acceptable file format and must contain a valid file format extension in the filename.

We only accept the file formats identified in the table to ensure compatibility across our other systems although Grants.gov will allow you to attach unacceptable formats.

We strongly encourage you to upload your application in Adobe PDF format. By converting to PDF prior to submission, you may prevent any unintentional changes that might occur with submission of an editable document. Most commonly available applications for document preparation have the ability to “Save As” or “Print To PDF.”

We do not recommend submitting scanned copies through Grants.gov unless you have confirmed the clarity of the scan and the readability of the documents.

Any file submitted as part of the Grants.gov application that is not in a file format listed as acceptable will not be imported for processing and will be excluded from the application during the review.

We will not contact you for resubmission of files to correct the file type.

We will not contact you for passwords or for resubmission of unprotected files. We will forward unprotected information in the application forwarded for consideration, but we will not forward password protected portions.

Acceptable File Formats (extension)
• Adobe PDF (.pdf)

• Microsoft Word (.doc or .docx) • Image formats (.jpg, .gif, .tif, or .bmp only)
Unacceptable File Formats (extension)
• Microsoft Excel files (.xls) or other similar spreadsheet files • Any compressed file formats (e.g., .zip, .rar, or Adobe Portfolio) • Any password protected files

Timing Considerations

We strongly encourage you to submit your application a minimum of 4-5 days prior to the application closing date. You are responsible for allowing time for system registrations and where applicable State Single Point of Contact (SPOC) notifications (Section E.3.d).

Do not wait until the last day in case you encounter technical difficulties, either on your end or with Grants.gov. Grants.gov can take up to 48 hours to notify you of a successful or rejected submission. You are better off having a less-than-perfect application successfully submitted and under consideration than no application.

If your submission fails due to a system problem with Grants.gov, we may accept your application if you provide verification from Grants.gov indicating system problems existed at the time of your submission and that time was before the submission deadline. If you have reported a system problem to the Grants.gov helpdesk, obtain a ticket number to provide us so that we can verify the problem.

A “system problem” does not include known issues for which Grants.gov has posted instructions regarding how to submit an application successfully, such as compatible Adobe versions or file naming conventions. Nor does a “system problem” include issues that should have been identified by reviewing and confirming your account status prior to the submission deadline.

Exemption to the Grants.gov Submission Requirement

We will consider an exemption to the Grants.gov submission requirement only under limited circumstances. To obtain an exemption, you must request one via the GAM point of contact. Your request **must provide details as to why you are technologically unable to submit** electronically through Grants.gov. You should submit your request at least 4 business days prior to the application deadline to ensure we can review your request at least two (2) business days before the deadline.

In your e-mail requesting an exemption include:

- the NOFO number;
- your organization’s UEI number;

- your organization’s name, address and telephone number;
- the name and telephone number of your Authorizing Official;
- the Grants.gov Tracking Number (e.g., GRANT####) assigned to your submission; and
- a copy of the “Rejected with Errors” notification from Grants.gov.

We will not grant an exemption to the electronic submission requirement for:

- Failure to have an active System for Account Management (SAM) registration prior to the application due date.
- Failure to follow Grants.gov instructions to ensure software compatibility.
- Failure to have the correct permission levels configured in your Grants.gov workspace.

GAM will only accept applications via alternate methods (i.e., PDF via email or hardcopy paper via U.S. mail or other provider) from applicants with prior written approval. If you receive an exemption, you must still submit your complete application, and we must receive it by the due date.

We will accept only applications submitted through Grants.gov or a pre-approved alternate format.

b. Submission Dates and Times

You must submit your application for this funding opportunity by June 30, 2026.

Your submission time is the date and time stamp provided by Grants.gov when you **complete** your submission. If you do not submit your application by the due date and time, we will not review it, and it will receive no further consideration.

It is your responsibility to review all instructions available on Grants.gov for successfully submitting an application. For information on registering for Grants.gov or to receive assistance on any technical system questions, contact Grants.gov directly (Section I).

c. NOFO Technical Assistance Webinar

We will provide a technical assistance webinar for applicants on June 16, 2026.

You should review the entire announcement prior to attending to have any questions answered well in advance of the application due date. You should also subscribe to this opportunity on Grants.gov to receive any amendments, revisions, question and answer documents, or other updates.

Following the webinar, we will typically post an FAQ addressing common questions including those of general applicability asked during the webinar. We will also post a link to the recorded TA webinar.

Out of fairness to all applicants, we do not provide one-on-one consultation on the specific content development for any applications.

d. Intergovernmental Review

This program is not subject to the Intergovernmental Review requirements of [Executive Order 12372](#), “Intergovernmental Review of Federal Programs,” as implemented by [45 C.F.R. part 100](#).

4. Other Submission Requirements

a. Program-Specific Requirements

Non-profit Status

If you are a non-profit organization, you **may be required** to submit documentation of nonprofit status to confirm your status. Any of the following constitutes acceptable proof of such status:

- (a) A reference to the Applicant organization’s listing in the Internal Revenue Service’s (IRS) most recent list of tax-exempt organizations described in the IRS code;
- (b) A copy of a currently valid IRS tax exemption certificate;
- (c) A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals; or
- (d) A certified copy of the organization’s certificate of incorporation or similar document that clearly establishes nonprofit status.

b. Follow-up Submission Requirements

We may request additional documentation during the review process. We suggest having these documents readily available. Requests will only come from the OASH GAM staff. If you have any concern about the validity of a request, please contact us through the contact information provided in Section I.

Requested documentation may include a copy of your:

- Approved negotiated indirect cost rate, if not submitted in your budget package
- Internal controls
- Documentation of non-profit status
- Authorizing Tribal Resolution

We may request additional documentation as needed during our risk assessment process in Section F.4.

Failure to provide the requested documentation by the requested deadline may result in our no longer considering your application and moving on to another to make an award.

You should not interpret a request for information as an indication that we will make an award to you. A request only means that we are continuing to review your application.

F. APPLICATION REVIEW INFORMATION

Your application will undergo a series of reviews designed to ensure compliance with statutory and regulatory requirements, alignment with agency priorities, and responsible stewardship of Federal funds, consistent with Executive Order 14332, “Improving Oversight of Federal Grantmaking” (available at <https://www.whitehouse.gov/presidentialactions/2025/08/improving-oversight-of-federal-grantmaking/>), which aims to “strengthen oversight and coordination of, and to streamline, agency grantmaking to address [...] problems, prevent them from recurring, and ensure greater accountability for use of public funds more broadly.”

Application Qualification and Alignment Review

Applications will first undergo an initial qualification and alignment review conducted by HHS GAM personnel in coordination with Federal program staff, including senior Department officials or other designated Presidential appointees, consistent with the Executive Order on “Improving Oversight of Federal Grantmaking.”

This review includes the following components:

- **Eligibility Review** to determine whether you are an eligible applicant as described in Section A.
- **Responsiveness Review** to determine whether the responsiveness criteria have been met as described in Section F.1 and aligns with the purpose and objectives of the funding opportunity.
- **Formatting Review** to determine whether your application meets the formatting requirements described in Section D.1.

Merit Review

An independent merit review panel will evaluate applications that are qualified and eligible. These reviewers are experts in their fields, and are drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies.

We do not disclose the identities of our review panelists. Each is vetted during the selection process to identify and manage any real or apparent conflict of interests.

Using the Merit Review Criteria, the reviewers will provide comments and rate the applications. We will provide reviewer comments to applicants after we have made final award decisions and issued notices of award. We do not provide scores.

Funding Priority for Alignment with Agency Priorities

Before final funding decisions are made, division leadership will review awards for consistency with applicable laws and alignment with agency priorities, including the [Dietary Guidelines for Americans](#). To the extent permitted by law and applicable court orders, award applications which are aligned with agency priorities will receive a funding preference.

Programmatic Technical Review and Risk Assessment

In addition to the independent merit review panel, federal staff will review each application for technical (programmatic), budgetary, and grants management compliance.

1. Responsiveness Review

The responsiveness review assesses your application at a high level to determine whether the application has addressed the subject matter of the opportunity or met any legal requirements. The criteria, if any, we describe below facilitate a go/no-go determination by the review team. Failure to address the responsiveness criteria clearly and provide the required information will result in disqualification.

a. Responsiveness Criteria

For this opportunity, the responsiveness criteria are:

- Submission by an eligible applicant;
- Submission of the application by the established deadline;
- Inclusion of all required application components;
- Demonstration of organizational capacity to coordinate implementation activities across at least 40 geographic locations during the 15-week national activation period;
- Proposal to conduct a minimum of 600 in-person cooking demonstrations during the 15-week activation period, consisting of one cooking demonstration per week in each of at least 40 geographic locations over 15 consecutive weeks;
- Demonstration of the ability to identify, establish, and oversee a network of regional and local implementation partners capable of delivering community-based cooking demonstrations and nutrition education activities at the required scale;
- Inclusion of required subaward or subcontract management and oversight responsibilities;
- Absence of proposed activities, partnerships, or uses of funds prohibited under this NOFO;
- Consistency of proposed activities and budget with the purposes and requirements of this NOFO; and
- Compliance with applicable page limitations and formatting requirements in a manner that permits adequate review of the application.

b. Disqualifying Criteria

Disqualification means we will not review the application and will give it no further consideration.

We will disqualify applications:

- | |
|--|
| <ul style="list-style-type: none">• not submitted electronically via Grants.gov (unless an exemption was granted by the grants management officer in writing 2 business days prior to the deadline) |
| <ul style="list-style-type: none">• not submitted by the due date and time (Section E.3.b) |

not submitted by an eligible applicant (Section A.1.a)
submitted <u>multiple times for the same project</u> from the same organization, <i>except</i> for the last application received by the deadline (Section A.1.c)
not meeting the Responsiveness Criteria (Section F.1.a), if any
not including a non-federal sources justification in the budget narrative when including cost-sharing (voluntary or required) (Section A.3)
requesting total funds (direct plus indirect costs) that are:
missing or incomplete required forms in the application package found on Grants.gov including SF-424; SF-424A, SF-LLL, and the Project Abstract Summary (Section D)
- not meeting the formatting requirements (Section D), specifically: - not submitted in the English language and U.S. dollars (2 C.F.R. § 200.111) - not submitted with - an 8 ½” x 11” page size 1” margins on all sides (top, bottom, left and right) - a font size of not less than 12 points - a Project Narrative that is double-spaced - exceeding the 15-page limit for the Project Narrative - exceeding the total 20-page for the Project Narrative plus Appendices combined, excluding SF-424, SF-424A, SF-LLL, Project Abstract Summary, and Budget Narrative with budget tables

2. Merit Review Criteria

Federal staff and an independent merit review panel will assess all qualified eligible applications according to the following criteria. Disqualified applications will not be reviewed against these criteria.

1. Organizational Capacity and Experience - 30 Points

- Demonstrated organizational infrastructure and national implementation capacity;
- Experience managing large-scale public health, nutrition, communications, community engagement, or event-based initiatives;
- Experience administering subawards, subcontracts, and managing regional or local implementation partners;
- Strength of staffing plan, organizational management structure, and financial management systems;
- Strength and relevance of existing partnerships and stakeholder relationships, including partnerships supporting implementation, communications, or outreach activities;
- Demonstrated capacity to rapidly mobilize implementation infrastructure, deployment partners, and operational support systems under accelerated implementation timelines; and

Demonstrated capacity to coordinate, monitor, and support implementation activities across multiple geographic locations and to manage large-scale distributed implementation networks.2. Program Implementation Plan - 40 Points

Reviewers will assess:

- Quality, feasibility, clarity, and speed of the proposed implementation approach under an accelerated national activation timeline;
- Strength of the proposed methodology for identifying and prioritizing geographic locations;
- Feasibility of plans for establishing and supporting at least 40 participating locations and conducting a minimum of 600 cooking demonstrations during the activation period;
- Quality of proposed nutrition education, training, communications, outreach, and implementation-support strategies;
- Approaches for engaging, supporting, and overseeing regional and local implementation partners;
- Quality and feasibility of plans for standardized implementation materials, technical assistance, and coordinated implementation support across participating geographic locations;
- Approaches for ensuring rapid operational readiness, consistent implementation, and participant engagement across participating geographic locations;
- Approaches for integrating or coordinating complementary whole-health activities, where feasible and appropriate; and
- Feasibility of the proposed implementation timeline.

3. Data, Evaluation, and Sustainability Plan -5 Points

Reviewers will assess:

- Quality and appropriateness of proposed performance measures, indicators, baselines, and targets;
- Strength of data collection, quality assurance, and reporting approaches;
- Approaches for measuring participation, implementation activities, reach, and knowledge or confidence gains; and
- Strength of sustainability planning and partnership development beyond the initial activation period.

4. Budget and Cost Effectiveness - 25 Points

- Reasonableness and appropriateness of the proposed budget;
- Alignment between proposed activities, implementation scope, and requested funding;
- Appropriateness of proposed allocations for subawards and regional implementation activities;
- Adequacy of budget narrative and supporting justification; and
- Overall cost effectiveness and operational efficiency.

3. Merit Review and Selection Process

Application Status Inquiries

During the review process, we do not release information about individual applications. If you would like to track your application, please see the instructions on Grants.gov.

If you receive communications to negotiate an award or request additional or clarifying information, this does not mean you will receive an award. It only means that your application is still under consideration.

Federal Staff Review

In addition to the independent merit review panel, Federal staff will review each application for technical (programmatic), budgetary, and grants management compliance.

The Office of Disease Prevention and Health Promotion will coordinate with a senior appointee to provide recommendations for funding to the Grants Management Officer to conduct the required risk analysis consistent with 2 CFR 200 and applicable HHS policy. No award decision is final until a Notice of Award is issued by the Grants Management Officer, in coordination with a senior appointee or appointee's designee, consistent with the Executive Order on "Improving Oversight of Federal Grantmaking."

In developing funding recommendations, the program office may also consider factors such as:

- Phased approach to meet accelerated timeline;
- Strength of proposed partnership networks, stakeholder coordination, and implementation infrastructure to facilitate rapid mobilization;
- Potential for sustainability or continuation of activities beyond the initial activation period.

Priority consideration may be given to applicants with demonstrated experience and proposed approaches that support the Administration's goal to Make America Healthy Again, including promoting practical cooking skills, increasing nutrition literacy, encouraging consumption of nutrient-dense foods, expanding access to affordable nutritious food, and advancing nutrition education and healthy eating behaviors to help prevent, manage, and, in some cases, reverse chronic disease.

4. Review of Risk Posed by Applicant

Before issuing any award, GAM evaluates each recommended application for risks in accordance with [2 C.F.R. §200.206](#). This evaluation may incorporate results of the evaluation for eligibility or of the quality of an application.

Risk Factors Considered

We will use a risk-based approach and may consider any items such as the following:

- a. Your financial stability;
- b. Quality of management systems and ability to meet the management standards prescribed in [2 C.F.R. § 200.205](#);
- c. History of performance. Your record in managing Federal awards, if you are a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

- d. Reports and findings from audits performed; and
- e. Your ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Also, prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (currently \$250,000), GAM must review and consider any information about you that is in the designated integrity and performance system accessible through the System for Award Management (SAM) (formerly the Federal Awardee Performance and Integrity Information System (FAPIIS)).

If you are a prior Federal award recipient, the information in the system must, at a minimum, “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” [2 C.F.R. §200.206\(b\)](#). You have the option to review information in SAM and comment on any information about your organization that a federal awarding agency previously entered and is currently available through SAM.

GAM will consider any comments by you, in addition to the other information in the designated system, in making a judgment about your integrity, business ethics, and record of performance under Federal awards.

Risk Review Outcomes

If GAM does not make an award to you because we determine that your organization does not meet either or both of the minimum qualification standards as described in [§ 200.206](#), we must report that determination to SAM, if certain conditions apply. See [2 C.F.R. §200.213\(a\)](#).

If GAM determines that a federal award will be made, specific conditions that correspond to the degree of risk assessed will be applied to the Federal award. Such conditions may include additional programmatic or financial reporting or releasing funds on a reimbursable rather than cash advance basis. See [2 C.F.R. §200.208](#).

G. AWARD NOTICES

Upon completion of risk analysis and concurrence of the GMO, GAM will issue Notices of Award (NOAs). No award decision is final until the GMO issues an NOA. All award decisions, including the level of funding, if an award is made, are final and you may not appeal.

We are not obligated to make any federal awards as a result of this NOFO. If we make awards, the awards may be for periods shorter than indicated. Only the GMO can bind the federal government to the expenditure of funds.

Funded Applications

If you are successful, you will receive official notice of your award with a Notice of Award (NOA) via a system notification from our grants management system (Grant Solutions) and/or

via e-mail. The NOA includes the amount awarded for the specified budget period, the purpose(s) of the award, the anticipated length of the period of performance, terms and conditions of the award, and the amount of cost share or matching, if applicable.

If you receive an NOA, we strongly encourage you to read the entire document to ensure your organization's information is correct and that you understand all terms and conditions. You should pay specific attention to the terms and conditions, as some may require a time-limited response. The NOA will also identify the Grants Management Specialist (GMS) and Federal Project Officer (FPO) assigned to the award for assistance and monitoring. The GMS and FPO will work as a team. Any questions or concerns during the project should be communicated to both the GMS and FPO.

Pre-award costs are not allowed. If you begin a project prior to receiving a NOA or the project period start date on the NOA, you incur costs at your own risk. We will disallow the costs and will not approve them retroactively.

We intend to award funds as much in advance of the anticipated project start date (See Overview, page 1) as practicable, with a goal of 10-15 days. Note this is an estimated start date and award announcements may be made at a later date and with a later period of performance start date.

Unfunded Applications

If you are unsuccessful or your application was disqualified, OASH/ODPHP will notify you by email and/or letter. If the merit review panel reviewed your application, you may receive summary comments pertaining to the application resulting from the review process. We do not release application scores.

You may receive a letter indicating that your application was "approved, but unfunded" (ABU). This does not mean you will receive an award or funding. Applications designated ABU are kept active for up to 12 months. During that time, a program office may consider an ABU application for award should funds become available. However, an ABU status does not guarantee that we will fund your project.

We will not transfer an ABU application for consideration under a new NOFO. You would have the option to resubmit your application, with any updated material, for consideration under that new NOFO.

H. AWARD REQUIREMENTS AND ADMINISTRATION

The following subsections describe the administrative requirements and the terms and conditions that will apply to any award you might receive under this NOFO.

As of October 1, 2025, HHS has adopted [2 C.F.R Part 200](#), with some modifications included in 2 CFR Part 300. These regulations replace those in 45 CFR Part 75.

The regulatory citations below reference the currently applicable provisions of 2 C.F.R. part 200 and 2 C.F.R. Part 300.

1. Administrative and National Policy Requirements

a. Recipient Responsibilities

You will have full responsibility for the conduct of the approved project or activity and for adherence to all award terms and conditions, statutory, regulatory, or policy requirements applicable to grants and cooperative agreements. The approved project or activity is the project described in your application subject to any OASH GMO approved amendments. Approval of the project does not waive or negate any statutory, regulatory, or policy requirements applicable to grants and cooperative agreements.

You will be encouraged to seek the advice and opinion of the federal project officer and grants management specialist on special problems that may arise. Such advice does not diminish your responsibility for making sound programmatic and administrative judgments and does not imply that the responsibility for operating decisions has shifted to HHS, OASH, or ODPHP.

b. Accepting an Award

You accept an award and its terms and conditions by drawing or otherwise obtaining funds for the award from the grant payment system. By accepting an award, you agree to comply with the applicable federal requirements for grants and cooperative agreements, including those in the SAM registration certifications and representations, and to the prudent management of all expenditures and actions affecting the award, including the monitoring of any subrecipients.

You must comply with all terms, conditions, and requirements outlined in the Notice of Award, including: award policy terms and conditions contained in the HHS [Grant Policy Statement](#) (GPS), and its subsequent updates, all requirements imposed by program statutes and regulations, Executive Orders, and HHS grant administration regulations; and requirements or limitations in any applicable appropriations acts.

c. Scope of the Award and Prior Approvals

You may only use award funds to support activities in your funded project. HHS GPS Section II and [2 C.F.R. §200.308](#) and [2 C.F.R. 300.308](#) describe the aspects of your funded project that will require prior approval from the OASH GMO for any changes. Some of the award modifications to an approved project that will require prior GMO approval include:

- a change in the scope or the objective(s) of the project (even if there is no associated budget revision, such as reduction in services, closing of service or program site(s)).
- significant budget revisions, including changes in the approved cost-sharing or matching;
- a change in a key person(s) specified in your application;
- reduction in time devoted to the project by the approved PD/PI, either as percentage of full-time equivalent of 25% or more or absence for 3 months or more; or
- transferring of any work to another entity or individual through contract, subaward, or other means that differs from described in the awarded proposal.

d. Applicable Termination Provisions

If you receive an award, HHS may terminate it if any of the conditions in [2 C.F.R. §200.340\(a\)\(1\)-\(4\)](#) and 42 CFR 59.206(e) are met. No additional termination conditions apply, unless otherwise noted under Program Specific Terms and Conditions (Section F.3).

2. Program Specific Terms and Conditions

We may include on any awards made under this opportunity the following as special terms and requirements.

a. Paperwork Reduction Act Clearance Packages

Any collection of information you conduct as defined in 5 C.F.R. § 1320.3(c) may require OMB clearance under the Paperwork Reduction Act (PRA) if it is a requirement of your award to collect that information. You would be responsible for preparing the clearance package necessary to obtain PRA clearance and submitting it to the project officer. The project officer will assist in the submission of the package to OMB and notify you when the approval has been received or request additional information.

3. Award Closeout

When the award expires, you must submit within 120 days all necessary documentation to closeout your award. If we do not receive acceptable final performance, financial, and property reports in a timely fashion and we determine that closeout cannot be completed with your cooperation, we must complete a unilateral closeout with the information available to us ([2 C.F.R. § 200.344](#)). See Section F.16 for specific details.

If you do not submit all reports within one year of the period of performance end date, we must report your material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system. As a result, we may also determine that enforcement actions are necessary, including actions such as withholding support or a high-risk designation on an existing or future award.

4. Lobbying Prohibitions

In general, any funds from an award made under this NOFO must not be used for anything other than normal and recognized executive legislative relationships. See [2 C.F.R. §200.450](#).

You must not use funds for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat:

- the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or
- any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

You must not use any funds awarded to pay the salary or expenses of any employee or subrecipient, or agent acting for you, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending.

5. Non-Discrimination Requirements

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [HHS Office for Civil Rights website](#).

6. Smoke- and Tobacco-free Workplace

We strongly encourage all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. This is consistent with the HHS mission to protect and advance the physical and mental health of the American people.

7. Acknowledgement of Funding

Each year's annual appropriation requires that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all organizations receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state— (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

You must also acknowledge Federal support in any publication you develop using funds awarded under this program, with language such as:

This [project/publication/program/website, etc.] was supported by [Award Number] issued by the Office of the Assistant Secretary for Health of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with 100 percent funded by HHS.

You must also include a disclaimer stating the following:

The contents are solely the responsibility of the author(s) and do not necessarily represent the official views of, nor an endorsement by, Organization Name, OASH, ODPHP, HHS, or the U.S. Government. For more information, please visit [Organization Name website, if available].

8. HHS Rights to Materials and Data

All publications you develop or purchase with funds awarded under this announcement must adhere to the requirements of the program. You own the copyright for materials that you develop

under an award, and pursuant to [2 C.F.R. §200.315\(b\)](#), the HHS awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for federal purposes, and to authorize others to do so.

In addition, pursuant to [2 C.F.R. §200.315\(b\)](#), the federal government has the right to obtain, reproduce, publish, or otherwise use data produced under this award and has the right to authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes.

9. Trafficking in Persons

Awards are subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended ([22 U.S.C. § 7104](#)).

10. Efficient Spending

Awards will be subject to the [HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications](#).

11. Whistleblower Protection

Awards will include a term and condition that applies the terms of [2 C.F.R. § 200.217](#) to the award and requires that you inform your employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712 in the predominant native language of the workforce.

12. Health Information Technology (IT) Interoperability

Health information technology is defined in Section 3000 of the Public Health Service Act (42 U.S.C. § 300jj). HHS has substantially adopted and codified that definition at [45 C.F.R. § 170.102](#). The regulation defines health information technology as hardware, software, integrated technologies or related licenses, IP, upgrades, or packaged solutions sold as services that are designed for or support the use by health care entities or patients for the electronic creation, maintenance, access, or exchange of health information.

If you receive an award that involves:

- a. implementing, acquiring, or upgrading health IT for activities, you are required to utilize health IT that meets standards and implementation specifications adopted in [45 C.F.R. part 170, Subpart B](#), if such standards and implementation specifications can support the activity.
- b. implementing, acquiring, or upgrading health IT for activities by eligible clinicians in ambulatory settings, or hospitals, eligible under Section 4101, 4102, and 4201 of the [HITECH Act](#), you are required to utilize health IT certified under the Office of the HHS Office of the National Coordinator for Health Information technology (ONC) Health IT Certification Program, if certified technology can support the activity. See <https://www.healthit.gov/topic/certification-ehrs/certification-health-it>.

If standards and implementation specifications adopted in [45 CFR Part 170, Subpart B](#) cannot support the activity, recipients and subrecipients are encouraged to utilize health IT that meets non-proprietary standards and implementation specifications developed by consensus-based standards development organizations. This may include standards identified in the ONC Interoperability Standards Advisory, available at <https://www.healthit.gov/isa/>.

13. Certain telecommunications and video surveillance services or equipment

As described in [2 C.F.R. 200.216](#), recipients and subrecipients are prohibited from obligating or spending grant funds (to include direct and indirect expenditures as well as cost share and program) to:

- a. Procure or obtain;
- b. Extend or renew a contract to procure or obtain; or
- c. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 1. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 2. Telecommunications or video surveillance services provided by such entities or using such equipment.
 3. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

14. Human Subjects Protection

Federal regulations ([45 C.F.R part 46](#)) require that applications and proposals involving human subjects be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If research involving human subjects is anticipated, you must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in [45 C.F.R. part 46](#). Additional information is available on the [Office of Human Research Protections](#) website. This includes a series of [decision charts](#) to help assess whether an activity is human subjects research covered by the regulation and when an exemption may apply.

OASH requires, as part of any award involving human subjects, that recipients submit copies of all IRB approvals (not full protocols), or documentation of exemption determinations, within 5 days of the IRB approving the research or documentation of the specific exemption applied. Recipients must receive IRB approval or determine an exemption is applicable before any human subjects research begins.

15. Research Integrity

Federal regulations require that an applicant for or recipient of Public Health Service support for biomedical or behavioral research, biomedical or behavioral research training, or activities related to that research or research training must comply with the Public Health Service Policies on Research Misconduct in [42 C.F.R. part 93](#). Compliance includes having written policies and procedures for addressing allegations of research misconduct that meet the requirements of part 93, unless exempt; responding to each allegation of research misconduct for which the applicant or recipient is responsible under part 93 in a thorough, competent, objective, and fair manner; fostering a research environment that promotes the responsible conduct of research and discourages research misconduct; and maintaining an active assurance. More information about assurances is available in [42 CFR Part 93 Subpart C](#) and on the Office of Research Integrity [assurance program](#) website.

16. Reporting

Recipients must report on project progress ([2 C.F.R. 200.329](#)) and financial status ([2 C.F.R. 200.328](#)) during the course of the project. At the end of the project, acceptable final progress and financial reports are a requirement of the award closeout process. Failure to provide final progress or financial reports on any HHS award may affect decisions on future new or continuation funding.

a. Performance Project Reports (PPR)

Performance Project Reports (PPR)

You must submit periodic performance project reports via the Performance Project Report (PPR) module in GrantSolutions. Reports are expected at key implementation milestones throughout the period of performance. The first report will be due approximately midway through the initial 15-week activation period (approximately week 7), the second report will be due following completion of the initial 15-week activation period, the third report will be due approximately 6 months into the period of performance. We must receive the PPR by the due date included in the terms and conditions on the NOA. PPRs must address the content required by [2 C.F.R. §200.329\(b\)](#). The program office may provide additional guidance on the content of the progress report.

At the end of the project, you must submit a final performance report covering the entire period of performance no later than 120 days after the end of the period of performance. The program office may provide additional guidance on the content of the final report, which you must submit in the PPR module.

Project Performance and Continuation Awards

For projects with multiple budget periods anticipated, you will be required each year of the approved period of performance to submit in addition to your PPRs, a noncompeting continuation application. This application will include a summary of progress in the last PPR, an updated work plan, and a budget package (SF-424A, narrative, and justification) for the upcoming budget period. Specific guidance will be provided via Grant Solutions well in advance of the application due date.

For the optional competitive additional year of funding intended to transition successful projects to sustainability, application guidance and review criteria will be provided during the final year of the period of performance.

We will award continuation funding based on availability of funds, satisfactory progress of the project, grants management compliance, including timely reporting, and continued best interests of the government. Progress is assessed relative to meeting the goals, objectives, and outcomes in the approved, funded project as described in the approved application and other supporting documents.

Performance Measures

Applicants must propose performance measures and targets that are appropriate for the proposed approach. At a minimum, applicants should address the following performance domains:

- Event attendance;
- Non-repeat participant attendance;
- Grocery partner participation;
- Social media reach and impressions;
- Local media placements and audience reach;
- Self-reported cooking confidence and nutrition knowledge gains;
- Geographic coverage and event completion rates;
- Number and type of sub awardees and implementation partners;
- Completion of weekly demonstrations across all participating geographic locations.

Applicants should describe baseline data sources where available, proposed targets, frequency of data collection, data quality assurance procedures, and methods for aggregating and reporting data to OASH/ODPHP.

b. Financial Reports

You must submit quarterly Federal Financial Reports (FFR) (SF-425). Your specific reporting schedule will be issued as a condition of award. Typically, we align the FFR reporting periods with the quarters of the federal fiscal year. FFRs are cumulative and due 30 days after the end of each reporting period or more specifically for the:

Quarter ending September 30, your FFR is due October 30
Quarter ending December 31, your FFR is due January 30
Quarter ending March 30, your FFR is due April 30
Quarter ending June 30, your FFR is due July 30.

In lieu of the last quarterly FFR, you will also be required to submit a final FFR covering the entire award 120 days after the end of the period of performance. You must submit FFRs via HHS Payment Management System (PMS) (<https://pms.psc.gov>).

Once submitted and accepted, your financial report data will be available in GrantSolutions, which is our grant management system.

c. Audits

If your organization expends \$1,000,000 or greater in federal funds, it must undergo an independent audit in accordance with [2 C.F.R. § 200.501](#), often referred to as the Single Audit requirement.

e. Reporting of Matters Relating to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you must maintain the currency of information reported to SAM.gov that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in paragraph A.2 of [Appendix XII](#) to 2 C.F.R. part 200. This is a statutory requirement (41 U.S.C. § 2313).

All information posted in the designated integrity and performance system will be publicly available. For more information about this reporting requirement related to recipient integrity and performance matters, see [Appendix XII to 2 C.F.R. Part 200](#).

f. Other Required Notifications

Before you enter into a covered transaction at the primary tier, in accordance with [2 C.F.R. § 180.335](#), you as the [participant](#) must notify OASH, if you know that you or any of the principals for that covered transaction:

- Are presently excluded or disqualified;
- Have been convicted within the preceding three years of any of the offenses listed in [2 C.F.R. § 180.800\(a\)](#) or had a civil judgment rendered against you for one of those offenses within that time period;
- Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in [2 C.F.R. § 180.800\(a\)](#); or
- Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

At any time after you enter into a covered transaction, in accordance with [2 C.F.R. § 180.350](#), you must give immediate written notice to OASH if you learn either that—

- You failed to disclose information earlier, as required by [2 C.F.R. § 180.335](#); or
- Due to changed circumstances, you or any of the principals for the transaction now meet any of the criteria in [2 C.F.R. § 180.335](#).

I. CONTACTS

Administrative and Budgetary Requirements

For information related to administrative and budgetary requirements, contact the HHS/OASH grants management specialist listed below.

Eric West
OASH Grants and Acquisitions Management
1101 Wootton Parkway, Plaza Level
Rockville, MD 20852
Phone: 240-453-8822
Email: eric.west@hhs.gov

Program Requirements

For information on program requirements, please contact the program office representative listed below.

Rachel Fisher
Office of Disease Prevention and Health Promotion
1101 Wootton Parkway, Suite 420
Rockville, MD 20852
Phone: 202-963-9745
Email: Rachel.Fisher@hhs.gov

Grants.gov Support

For information or assistance on submitting your application electronically via Grants.gov, contact Grants.gov directly. Assistance is available 24 hours a day, 7 days per week.

GRANTS.GOV Applicant Support

Website: <https://www.grants.gov>

Phone: 1-800-518-4726

Email: support@grants.gov

SAM.gov Registration Support

For information or assistance on registering with SAM.gov, contact the General Services Administration (GSA) Federal Service Desk (FSD) Monday through Friday 8:00 AM to 8:00 PM Eastern at:

Website: https://www.fsd.gov/gsafsd_sp (Live Chat option available)

U.S. Phone: 866-606-8220

International Phone: +1 334-206-7828

J. OTHER INFORMATION

1. Application Checklist

Below is a summary listing of all the application elements required for this funding opportunity.

Application Checklist	
	SAM.gov Registration/Renewal – start as soon as possible (recommended minimum of 6-8 weeks prior to submission deadline)
	Grants.gov Registration (recommended minimum of 6-8 weeks prior to submission deadline)
	Application for Federal Assistance (SF-424)
	Budget Information for Non-construction Programs (SF-424A)
	Disclosure of Lobbying Activities (SF-LLL)
	Project Abstract Summary , including any responsiveness criteria (Section F.1.a)
	Project Narrative – Submit all Project Narrative content (Section D.2.a) as a single acceptable file (Section E.3.a).
	Project Narrative Appendices – Submit all Appendix content (Section D.2.b) as a single acceptable file (Section E.3.a).
	Budget Package – Submit all Budget Package content (Section D.2.c) as a single acceptable file (Section E.3.a). Note SF-424A is not included in the package and should be uploaded with the standard forms. Must include documentation of any cost-share or matching proposed regardless of whether it is voluntary or mandatory. (Section A.3)
	Other Submission Requirements (Section E.4).

2. Acronyms

ABU	Approved, but Unfunded
FFATA	Federal Financial Accountability and Transparency Act
FFR	Federal Financial Report (SF-425)
FSD	Federal Service Desk (GSA)
FSRS	FFATA Subaward Reporting System
GAM	Grants and Acquisitions Management Division
GMO	Grants Management Officer
GMS	Grants Management Specialist
GPS	Grants Policy Statement
GSA	General Services Administration
HHS	Department of Health and Human Services
IRB	Institutional Review Board
MTDC	Modified Total Direct Costs
NCC	Non-competing Continuation
NOA	Notice of Award
NOFO	Notice of Funding Opportunity
OASH	Office of the Assistant Secretary for Health
OMB	Office of Management and Budget
PD/PI	Project Director/Principal Investigator
PHS	Public Health Service
PPR	Performance Project Report
SF	Standard Form
SPOC	State Single Point of Contact

3. Glossary

Community Cooking Demonstration

A hands-on cooking and nutrition education activity conducted in a community setting intended to promote practical cooking skills, nutrition literacy, healthy food selection, and preparation of meals aligned with the Dietary Guidelines for Americans.

Community Food Access Location

A location that provides food access or food distribution services to the public, including grocery retailers, farmers markets, community food hubs, or similar community-based food access entities.

Geographic Location

A defined community, site, service area, or local implementation area identified by the recipient for purposes of conducting community cooking demonstrations and related initiative activities. Geographic locations may include municipalities, counties, neighborhoods, tribal communities, rural service areas, or other defined local implementation areas.

Implementation Partner

A regional or local entity engaged by the recipient through a subaward, subcontract, partnership, or similar arrangement to support implementation of initiative activities.

Implementation Support Resources

Standardized materials and resources developed, adapted, procured, or disseminated by recipients to support consistent implementation of initiative activities. Resources may include nutrition education materials, recipe cards, digital assets, signage templates, outreach materials, training resources, implementation guidance, and related communications materials.

National Activation Period

The 15-week period in which recipient(s) will coordinate weekly community-based cooking demonstrations and nutrition education activities in each of the participating geographic locations nationwide. During this period, no fewer than 600 community-based cooking demonstrations will be conducted.

Nutrition Literacy

The ability to obtain, understand, and apply nutrition information and related skills to support informed food selection, meal preparation, and healthy eating behaviors.

Recurring Cooking Demonstration

A regularly occurring cooking and nutrition education activity conducted during the activation period. Demonstrations may vary in format, recipes, themes, participants, or locations.

Regional and Local Implementation Partners

Organizations, entities, or institutions engaged by recipients to conduct or support cooking demonstrations, nutrition education activities, outreach, technical assistance, logistics, or related implementation activities within participating geographic locations.

Technical Assistance

Training, implementation support, operational guidance, communications support, or other assistance provided to implementation partners to support consistent execution of initiative activities.

4. Object Class Descriptions and Required Justifications

Personnel

Description

Includes costs of employee salaries and wages, excluding benefits.

Does NOT include consultants, subrecipient personnel costs, personnel costs outside of your organization. [2 C.F.R. § 200.459](#).

Justification

Clearly identify the PD/PI, if known. Provide a separate table for personnel costs detailing for each proposed staff person: the title; full name (if known at time of application), time commitment to the project as a percentage or full-time equivalent; annual salary and/or annual wage rate; federally funded award salary; non-federal award salary, if applicable; and total salary.

No salary rate may exceed the statutory limitation in effect at the time you submit your application (see E.2.c.2).

Sample Personnel Table					
Position Title and Full Name	Percent Time	Annual Salary	Federally-Funded Salary	Non-Federal Salary	Total Project Salary
Project Director, John K. Doe	50%	\$100,000	\$50,000	\$0	\$50,000
Data Assistant, Susan R. Smith	10%	\$30,000		\$3,000	\$3,000

Fringe Benefits

Description

Includes costs of personnel fringe benefits, unless treated as part of an approved indirect cost rate.

Justification

Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description

Includes costs of travel by staff of the applicant organization only.

Does NOT include travel costs for subrecipients or contractors under this object class.

Justification

For each trip proposed for your organization employees only show the date of the proposed travel, total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances.

Equipment

Description

Includes tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000 ([2 C.F.R. § 200.1](#) and § [200.313\(e\)](#)).

Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software include those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-federal entity's regular accounting practices.

Justification

For each type of equipment requested you must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; AND a plan for the use, and/or disposal of, the equipment after the project ends.

If your organization uses its own definition for equipment you should include in the budget narrative a copy of the policy, or section of your policy, that includes the equipment definition. Reference the policy in your justification. Do not include this policy in your appendices.

Supplies

Description

Includes costs of all tangible personal property other than those included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$10,000 ([2 C.F.R. § 200.1](#)).

Justification

Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description

Includes costs of all contracts or subawards for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc.

Include third-party evaluation contracts, if applicable, and contracts or subawards with subrecipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

This line item is not for individual consultants.

Justification

Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent, practical, open, and free competition. Recipients and subrecipients are required to use [2 C.F.R. § 200.320](#) procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by [FAR 2.101](#) and currently set at \$250,000. In some cases, OASH may require recipients to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available. Any proposal for awarding fixed amount subawards is subject to [2 C.F.R. § 200.333](#) and will require detailed justification to support the fixed award amount.

Transferring a substantive part of the project effort to another entity (including non-employee individuals) through contract or other mechanism requires a detailed budget and budget narrative for each subrecipient, by title or name, along with the same supporting information referred to in these instructions. If you plan to select the subrecipients post-award and a detailed budget is not available at the time of application, you must provide information on the nature of the work to be transferred, the estimated costs, and the process for selecting the subrecipient.

Other

Description

Includes such costs as, where applicable and appropriate,

- consultants;
- insurance;
- professional services (including audit charges);
- space and equipment rent;
- printing and publication;
- training, such as tuition and stipends;
- participant support costs including incentives,
- staff development costs; and
- any other costs not addressed elsewhere in the budget.

Do not include costs covered by your negotiated indirect cost rate.

Justification

Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Costs

Description

Calculate your indirect costs based on a percentage of your modified total direct costs (MTDC) ([2 C.F.R. § 200.1](#)).

There are two methods. You must clearly identify the rate you used in your submitted budget.

Negotiated Indirect Cost Rate

If you have an approved negotiated indirect cost rate from the Department of Health and Human Services (HHS) or another cognizant federal agency, you should apply that negotiated rate. You should enclose a copy of the current approved rate agreement in your Budget package file.

If you request a rate that is less than allowed, your authorized representative must submit a signed acknowledgement that you are accepting a lower rate than allowed. This should be an explicit statement that you are accepting a lower rate than is allowed and specify what the lower rate is.

De minimis Rate ([2 C.F.R. § 200.414\(f\)](#))

If you do not have a current Federal negotiated indirect cost rate (including provisional rate) you “may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC).” ([2 C.F.R. § 200.414\(f\)](#).) You may “determine the appropriate rate up to this limit. When applying the de minimis rate, costs must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both.” ([2 C.F.R. § 200.414\(f\)](#).) If you elect to use the de minimis rate, you must use the de minimis rate for all Federal awards until you choose to receive a negotiated rate.

Indirect costs for training are limited to a fixed rate of eight percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of \$50,000 ([2 C.F.R. 300.414\(a\)\(b\)](#)).

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs ([2 C.F.R. § 200.1](#)).

Justification

Provide the calculation for your indirect costs total, i.e., show each line item included in the base, the total of these lines, and the application of the indirect rate. If you have multiple approved rates, indicate which rate as described in your approved agreement is being applied and why that rate is being used. For example, if you have both on-campus and off-campus rates, identify which is being used and why.

Program Income

Description

Program income means gross income earned by your organization that is directly generated by an awarded project except as provided in [2 C.F.R. § 200.307](#). Program income includes but is not limited to income from fees for services performed or the use or rental of real or personal property acquired under the award.

Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also [2 C.F.R. § 200.307](#) and [35 U.S.C. § 200-212](#) (applies to inventions made under Federal awards).

Justification

Describe and estimate the sources and amounts of program income that this project may generate. All program income generated as a result of awarded funds must be used within the scope of the approved project-related activities.

Any program income earned must be used under the addition or additive method unless otherwise specified in Section C.2. These funds should not be added to your budget, unless you are using the funds as cost sharing or matching, if applicable. This amount should be reflected in box 7 of the SF-424A.

Non-Federal Resources (Cost Share or Match)

Description

Amounts of non-federal resources that will be used to support the project as identified in box 18 of the SF-424. For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all the criteria listed in [2 C.F.R. § 200.306](#).

For awards that require matching by statute, you will be held accountable for projected commitments of non-federal resources in your application budgets and budget justifications by budget period even if the justification exceeds the amount required.

For awards resulting from an application where you voluntarily propose cost sharing, we will include this voluntary cost sharing in the approved project budget, and you will be held accountable for it as shown in the Notice of Award (NOA).

Failure to meet a cost sharing or matching obligation that is part of the approved project budget on the NOA may result in the disallowance of federal funds.

If you are funded, you must report cost sharing or matching funds on your quarterly Federal Financial Reports.

Justification

You must provide detailed budget information in your budget narrative (not your appendices) for every funding source identified in box 18. "Estimated Funding (\$)" on the SF-424.

You must fully identify and document the specific costs or contributions you propose as part of your required or voluntary cost sharing requirement. You must provide documentation in your application on the sources of funding or contribution(s).

For in-kind contributions, you must include how the stated valuation was determined. Matching or cost sharing must be documented by budget period.

Unrecovered indirect costs may be included as part of your cost sharing or matching only with prior approval of the grants management officer. Your budget narrative must clearly state that it is your intent to include unrecovered indirect costs as part of your cost sharing or matching. You should include in your budget narrative a copy of your negotiated cost rate to support the justification. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under your approved negotiated indirect cost rate. (See [2 C.F.R. § 200.306\(c\)](#)).

If your application does not include the required supporting documentation for required or voluntary cost-sharing or matching, it will be disqualified from competitive review (Section C.4).

A. Considerations in Recipient Plans for Oversight of Federal Funds

(See also Section D.3.b.3)

To the maximum extent possible, a recipient organization should segregate responsibilities for receipt and custody of cash and other assets; maintaining accounting records on the assets; and authorizing transactions. In the case of payroll activities, the organization, where possible, should segregate the timekeeping, payroll preparation, payroll approval, and payment functions.

Questions for consideration in developing your plan may include:

- Do the written internal controls provide for the segregation of responsibilities to provide an adequate system of checks and balances?
- Are specific officials designated to approve payrolls and other major transactions?
- Does the time and accounting system track effort by cost objective?
- Are time distribution records maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective?
- Do the procedures for cash receipts and disbursements include:
- Receipts are promptly logged in, restrictively endorsed, and deposited in an insured bank account?
- Bank statements are promptly reconciled to the accounting records, and are reconciled by someone other than the individuals handling cash, disbursements and maintaining accounting records?
- All disbursements (except petty cash or EFT disbursements) are made by pre-numbered checks?
- Supporting documents (e.g., purchase orders, Invoices, etc.) accompany checks submitted for signature and are marked "paid" or otherwise prominently noted after payments are made?

B. Financial Assistance General Certifications and Representations

When you register your organization in SAM.gov, you must complete the certifications and representations applicable to grants (i.e., federal assistance). We have provided for your reference the list of items that you are certifying when you complete this during your registration.

When your organization completes its registration (new or renewal) in SAM.gov, your organization attests that your organization:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of any financial assistance project covered by this Certifications and Representations document (See [2 C.F.R. § 200.113](#) Mandatory disclosures, [2 C.F.R. § 200.214](#) Suspension and debarment, OMB Guidance A- 129, "Policies for Federal Credit Programs and Non-Tax Receivables");
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See [2 C.F.R. § 200.302](#) Financial Management [2 C.F.R. § 200.303](#) Internal controls;
3. Will disclose in writing any potential conflict of interest to the federal awarding agency or pass through entity in accordance with applicable federal awarding agency policy (See [2 C.F.R. § 300.112](#) Conflict of interest;
4. Will comply with all limitations imposed by annual appropriation acts;
5. Will comply with the U.S. Constitution, all federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See [2 C.F.R. § 200.300](#) Statutory and national policy requirements [[2 C.F.R. § 300.112](#)] and [2 C.F.R. § 200.303](#) Internal controls [[2 C.F.R. § 300](#)]);
6. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and public policies governing financial assistance awards and any federal financial assistance project covered by this certification document, including but not limited to:
 1. Trafficking Victims Protection Act (TVPA) of 2000, as amended, [22 U.S.C. § 7104\(g\)](#);
 2. Drug Free Workplace, [41 U.S.C. § 8103](#);
 3. Protection from Reprisal of Disclosure of Certain Information, [41 U.S.C. § 4712](#);
 4. National Environmental Policy Act of 1969, as amended, [42 U.S.C. § 4321](#) et seq;
 5. Universal Identifier and System for Award Management, [2 C.F.R. part 25](#);
 6. Reporting Subaward and Executive Compensation Information, [2 C.F.R. part 170](#);
 7. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), [2 C.F.R. part 180](#);
 8. Civil Actions for False Claims Act, [31 U.S.C. § 3730](#);
 9. False Claims Act, [31 U.S.C. § 3729](#), [18 U.S.C. §§ 287](#) and [1001](#);
 10. Program Fraud and Civil Remedies Act, [31 U.S.C. § 3801](#) et seq;

11. Lobbying Disclosure Act of 1995, [2 U.S.C. § 1601](#) et seq;
 12. Title VI of the Civil Rights Act of 1964, [42 U.S.C. § 2000d](#) et seq;
 13. Title VIII of the Civil Rights Act of 1968, [42 U.S.C. § 3601](#) et seq;
 14. Title IX of the Education Amendments of 1972, as amended; [20 U.S.C. § 1681](#) et seq
 15. Section 504 of the Rehabilitation Act of 1973, as amended; [29 U.S.C. § 794](#); and
 16. Age Discrimination Act of 1975, as amended, [42 U. S.C. § 6101](#) et seq.
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